An Post Meter Mail

Your step by step guide to making mail move smoothly

step 1 Prepare

- Always include a return address on the front top left corner of your mail
- Print the correct and complete postal address (BLOCK CAPITALS if handwritten)
- Always include the Postal District, County or City in the address
- Always use correct postage based on weight, size, service and destination

step 2 Pack

- Ensure the address on each mail piece is facing the same direction
- Sort by size
- Pack in bundles using elastic bands

DL + C5 Sizes - 50 per bundle
C4 Size - 20 per bundle

Note: If sending mail from Dublin please see our additional instructions

Small DL Medium C5 Large C4

step 3 Post

- Keep stamped mail, Registered Post and Express Post separate from Meter Mail
- Post on the day mail is franked and make sure you post in advance of the latest time of posting
- Post your Meter Mail at your designated posting point, as advised by An Post. Please use the appropriate pouches, bags and labels provided.

If you have any queries regarding your method of posting or if you require more posters or stickers please contact The Business Desk on 1850 262 362

N.B. Sending mail from Dublin: Divide your mail into red and green selections. Please use the appropriate pouches, bags and labels provided.

If you require more pouches, bags or labels please contact us on 01 426 8721.

POST